

Transferring Documents

In the absence of AppleWorks and Microsoft Office, here is a quick guide to open your documents:

Original Document	File Extension	Now Use	Notes
AppleWorks Draw	.cwk	PDF	Send your document to Pam, who will transfer it to a PDF Some documents can be recreated in a spreadsheet or other application
AppleWorks Spreadsheet	.cwk	Numbers or NeoOffice	Open Numbers; from opening dialog box, choose Open an Existing File and navigate to your document (or go to File, Open and navigate to your document) Open NeoOffice; go to File, Open and navigate to your document
AppleWorks Presentation	.cwk	Keynote	Send your presentation to Pam, who will transfer it to a Keynote presentation
AppleWorks Word Procesing	.cwk	Pages	Open Pages; go to File, Open and navigate to your document
Microsoft Excel	.xls	NeoOffice	Open NeoOffice; go to File, Open and navigate to your document (will also open in Numbers)
Microsoft PowerPoint	.ppt	NeoOffice	Open NeoOffice; go to File, Open and navigate to your document
Microsoft Word	.doc	NeoOffice	Open NeoOffice; go to File, Open and navigate to your document
Any document		Text Edit	A basic application, opens many documents when you don't know what application it was created in

Shortcut to open a document with an application other than the one you used to create it:

- Point to the document (but don't click yet)
- Hold down ctrl key and now, click
- Point to Open With and, from the list, select the application you would like to use
- If the application you are looking for doesn't show in the list, click on Other and choose from the Applications list